



Administrative Policies and Procedures: 27.22

Subject:	Preservation of Physical Evidence
Authority:	TCA 37-5-105; 37-5-106
Standards:	ACA: 3-JTS-3A-32; DCS Practice Standard: 8-306
Application:	To All Department of Children's Services Youth Development Centers and DCS Group Home Employees

Policy Statement:

Accountability of physical evidence collected in connection with a criminal incident and/or regulation violation occurring at a Youth Development Center or DCS Group Home shall be established to preserve the integrity of the investigation or legal process.

Purpose:

To ensure physical evidence is preserved for the investigation or legal process.

Procedures:

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| A. Written local procedures | <ol style="list-style-type: none">1. The YDC Superintendent or DCS Group Home Supervisor must ensure that local procedures are written to provide for the preservation, control and disposition of all physical evidence obtained in connection with a violation of a law and/or facility regulation.2. The procedures must be reviewed annually and documented and must address at a minimum:<ul style="list-style-type: none">◆ Chain of custody◆ Evidence handling◆ Location and storage requirements |
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Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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Glossary:	
<i>Term</i>	<i>Definition</i>
<i>Chain of custody:</i>	Refers to the proper handling and tracking by obtaining proper signatures of confiscated property that may be used as evidence.